

Providing fileSMART Access to a Strata Searcher

Strata managers are often required to provide access to the records and correspondence of a strata plan, usually at the request of prospective unit purchasers or their representatives. In a paper office, this means a room, a desk, and a couple of large folders full of documents. For a paperless office using fileSMART, this can be done simply by setting up a fileSMART user as a Strata Searcher.

To Set up a User as a Strata Searcher

1. Select the **Manage Users** button on the main toolbar

User Name Password															
	Email	First Name	Sumame	Admin	Backup	Disabled	User Group	_	Pending Documents	Open Workflows	Licence	Strata	Plan Number	Clear	Manag
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- You can use either a generic username and password (e.g. "Searcher") or a specific name for the individuals conducting a search.
- Do not tick the checkbox for Admin, Backup, or Disabled
- Select Non-Publisher as the User Group
- Tick the checkbox for the Strata Searcher column
- Input the plan number that the searcher will require access to
- 3. Click the Manage button to configure the searcher's permissions

	Library Name			Library Admin	Archive			Library Name	
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- Add the STRATA library from Available libraries (top right) to the User Libraries (top left) using the upper plus button
- Add the folders containing any required documents from Available Folders (bottom right) to the User Folders (bottom left) using the lower plus button
- All User Folders should have the checkbox for Search ticked, and should NOT have access to delete or Bulk Edit.
- 4. Click Done to close the Manage User Permissions window
- 5. Click OK to close the **Manage Users** window

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